

# VACANCY ANNOUNCEMENT

## VA Palo Alto Health Care System

### THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

<b>Vacancy Annc No.</b> <b>04- 68(AG)</b>		<b>Opening Date</b> <b>03/15/2004</b>	<b>Closing Date</b> <b>*Open Until Filled</b>	<b>U.S. Citizenship Required</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)
<b># Posns</b> One	<b>Position Title</b> Staff Pharmacist		<b>PD Number</b> 000000	<b>Pay Plan, Series, Grade</b> GS-660-11
<b>Service</b> Pharmacy Service			<b>Promotion Potential</b> None	<b>Salary Range</b> \$82,879 - \$95,965 Per Annum
<b>Duty Station</b> Livermore, CA			<b>Tour of Duty</b> Monday – Friday, 8:30 a.m. – 5:00 p.m.	
<b>Work Schedule</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ ____ hrs/wk		<b>Subject to Bargaining Unit</b> <input checked="" type="checkbox"/> Yes-Minimum posting: 15 work days <input type="checkbox"/> No-Minimum posting: 10 calendar days		<b>Subject to Supervisory Probationary Period</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE ____ <input type="checkbox"/> Term NTE ____		<b>Subject to Drug Testing</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)		<b>Physical or Medical Examination Required</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)
<b>Travel and/or relocation expenses</b> <input checked="" type="checkbox"/> may be authorized <input type="checkbox"/> are not authorized		<b>Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.</b>		
		<b>Relocation bonus</b> <input checked="" type="checkbox"/> may be authorized <input type="checkbox"/> is not authorized	<b>Recruitment bonus</b> <input checked="" type="checkbox"/> may be authorized <input type="checkbox"/> is not authorized	
<b>Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY'</b> <input type="checkbox"/> Current PERMANENT employees of the VA Palo Alto Health Care System. <input type="checkbox"/> Current VA employees eligible for transfer. <input type="checkbox"/> Veterans eligible for appointment under the Veterans Readjustment Appointment (VRA). <input type="checkbox"/> Veterans eligible for appointment under the Veterans Employment Opportunities Act (VEOA). <input type="checkbox"/> 30% or more Service-Connected Compensably Disabled Veterans. <input type="checkbox"/> Schedule A (handicapped) eligibles. <input type="checkbox"/> STATUS applicants eligible for transfer or reinstatement. <input checked="" type="checkbox"/> <b>PUBLIC - All interested candidates.</b>				
<b>Point of Contact</b> - Inquiries should be directed to the following individual at (650) 858-3951. <b>Akiko Giordono, Personnel Staffing Specialist</b>				
<b>REASONABLE ACCOMMODATION</b> This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.				
<b>THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT</b>				

**\*Open Until Filled – First Cutoff will be 3/26/04, and every two weeks after.**

**DUTIES:** This position provides a unique opportunity to counsel and dispense to patients located in outlying areas using an Automated Drug Dispensing System (ADDS). ADDS allows the pharmacist located at a central Pharmacy (Livermore) to counsel patients and dispense fixed quantities of medications to patients in Stockton, Modesto and Sonora Clinics. This new technology is state of the art and offers new dimension in Pharmacy experience. Staff Pharmacist provides a comprehensive range of outpatient pharmacy service. The incumbent is involved in clinical, technical, consultative, educational and administrative functions of the Outpatient Pharmacy and supports the mission to provide accurate, timely and progressive pharmaceutical service. Interviews patients and reviews all medication orders in an appropriate manner to achieve cost-effective therapy and promote high quality patient care. Reviews all medication orders to determine appropriateness in drug selection and dosage by reviewing allergy information, drug-drug interaction potential, and appropriate laboratory values. Makes appropriate drug therapy recommendations to improve efficacy, reduce potential for serious adverse effects, and/or avoid more expensive forms and promote cost containment. Provides patients and/or caregivers with information regarding the handling and pharmacologic use of their medications, including information on intended drug actions, techniques of administration, storage, the importance of compliance, precautions and side effects and their management, and discussion of potential drug/drug or drug/food interactions. Regularly provides medication calendars and drug information handouts to supplement verbal counseling. Provides outpatient order screening, verification, and counseling to Livermore patients at the Outpatient intake area and performs the pharmacist check of completed prescriptions prior to dispensing to patients. Actively oversees Pharmacy Technicians in dispensing prescriptions in accordance with accepted standards of clinical/professional practice of pharmacy. Provides consultation to physicians, nurse and other health professionals about drug therapy (indications, efficacy and dosage, mechanism(s) of action, major contraindications and potential side effects, and adverse reactions).

## **QUALIFICATION REQUIREMENTS:**

### **Basic Requirements:**

**Citizenship:** Citizen of the United States. (Noncitizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary of Health.)

**Education:** a). Graduate of a degree program in pharmacy from an approved college or university.

b). Graduates of foreign pharmacy degree programs meet the education requirement if their degree is found to be equivalent to degree programs recognized by the ACPE. You must submit a copy of your final college transcripts.

**Licensure:** Full, current and unrestricted license to practice pharmacy in a State, Territory, Commonwealth of the United States (i.e., Puerto Rico), or the District of Columbia. You must submit a copy of your current license.

**Physical Standards:** Must pass physical examination and TB test before entering on duty (if applicable).

**English Language Proficiency:** Pharmacists must be proficient in spoken and written English.

### **Experience or Education:**

a) The equivalent of 1 year of experience at either of the next two lower grade levels; or

b) Completion of a 6-year Pharm.D. or formal post-baccalaureate (M.S., Pharm.D.) hospital oriented degree program recognized by ACPE.

**VOLUNTEER EXPERIENCE:** Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

### **ADDITIONAL NOTES:**

- ◇ Additional Vacancies: This announcement may be used to fill additional vacancies occurring within 90 days.
- ◇ U.S. Citizenship: If applicable, non-citizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary for Health.
- ◇ Update Of Qualifications: VAPAHCS employees should ensure their official personnel folder (OPF) contains complete information about their qualifications for this position *by the closing date of this announcement.*
- ◇ Promotion Potential: If applicable, the candidate may be non-competitively promoted up to the full performance level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level.
- ◇ Time-In-Grade Requirement: Candidates for advancement to General Schedule (GS) positions in the competitive service must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ English Language Proficiency: If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- ◇ TB Skin Screen Test: All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ Physical / Medical Standards: If applicable, candidates will be required to pass a physical examination.
- ◇ Drug Testing Position: All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ Direct Deposit / Electronic Funds Transfer: It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

### **HOW TO APPLY:**

Eligible Permanent Employees of VAPAHCS - Submit VA Form 10-2850c (Application for Associated Health Occupations) or VA Form 5-4078, Application for Promotion or Reassignment, by the closing date of this announcement.

### **All others, submit:**

1. VA Form 10-2850c – Application for Associated Health Occupations.
2. OF-306 - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
3. DD-214 - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities must submit a copy.
4. SF-15 - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
5. SF-50B - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
6. ACTAP - If you are currently a Department of Veterans Affairs employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the Department of Veterans Affairs Agency Career Transition Assistance Program (ACTAP). To receive this priority consideration, you must:
  - a. Be a current Department of Veterans Affairs career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES), and the date of the RIF separation has not passed and you are still on the rolls of the Department of Veterans Affairs. You must submit a copy of the RIF separation notice or CES along with your application upon request.
  - b. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.

- c. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
  - d. Be currently employed by the Department of Veterans Affairs in the same commuting area of the position for which you are requesting priority consideration.
  - e. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  - f. Be rated well-qualified for the position. ACTAP candidates who attain a score of 90 for the rating criteria developed for the position (e.g., KSAOs, job elements, etc.) will be considered well-qualified.
7. ICTAP - If you are a displaced Federal employee, you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (ICTAP). To receive this priority consideration, you must:
- a. Be a displaced Federal employee. The following categories of candidates are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation letter, letter from OPM or agency documenting your priority consideration status with your application package.
  - b. Be a current or former career or career-conditional (tenure group I or II) competitive service employee who:
    - 1) Received a RIF separation notice; or
    - 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place you; or
    - 3) Retired with a disability and whose disability annuity has been, or is being, terminated; or
    - 4) Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a copy of your SF-50B which indicates "Retirement in Lieu of RIF"; or
    - 5) Retired under the Discontinued Service Retirement (DSR) option; or
    - 6) Was separated because you declined a transfer of function or directed reassignment to another commuting area.
  - c. Be a former Military Reserve or National Guard Technician who is receiving special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of the Title 5, United States Code.
  - d. Be applying for a position at or below the grade level of the position from which you have been separated.
  - e. Has a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
  - f. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  - g. File your application package by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  - h. Be rated well-qualified for the position. To be rated well-qualified for the position, you must:
    - 1) meet the qualification standard and eligibility requirements for the position, including any medical qualifications and minimum educational and experience requirements;
    - 2) meet all selective factors, where applicable, and appropriate quality ranking factor levels, as well as knowledge, skills and abilities (KSAs) factor(s) for this position. Well-qualified candidates are those who attain 90 of the total points possible for the rating criteria developed for the position (e.g., KSAOs, job elements, etc.); and
    - 3) be physically qualified, with reasonable accommodation, where appropriate, to perform the essential duties of the position.
8. College Transcript - If the position requires education and/or substituting education for experience, you must submit a copy of college transcripts.
9. Schedule A applicants only - Letter from the State of California Department of Rehabilitation or from a qualified VA Counselor certifying eligibility for appointment to this position.
10. Performance Appraisal - Current/Former Federal employees must submit a copy of their most recent performance appraisal.

To receive consideration, all application materials must be postmarked or received in this office by the closing date. Any information not submitted with your original application will not be considered. Failure to submit the requested material and response to the rating factors may result in a lower rating in the evaluation process.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

**APPLICATIONS SHOULD BE MAILED TO:**

VA Palo Alto Health Care System  
 Human Resources Management Service (05A)  
 3801 Miranda Avenue  
 Palo Alto, CA 94304